

**MINUTES OF THE GENERAL MEETING  
OF THE BIGFORK COUNTY  
WATER AND SEWER DISTRICT**

The General meeting of the Bigfork County Water and Sewer District was held on May 12, 2021, at the District office. President Lloyd Ross presided.

**ATTENDEES:**

*Directors: Gene Helberg, Tom Cahill, Lloyd Ross (via zoom), Bob Keenan (via zoom)*

*District Employees: Julie Spencer, Mimi Wildeman, Sergio Lopez*

*Engineering: Jeff Cicon P.E, Morrison Maierle*

*Public: Bob Denning Denning & Downey*

**Pledge of Allegiance**

**READ AND APPROVE MINUTES:**

The minutes of the April 14, 2021, General Board Meeting were reviewed for approval. Cahill made a motion to approve the minutes, Helberg seconded, and it was unanimously.

*RESOLVED*, That the minutes of the April 14, 2021, Board Meeting be approved.

Cahill made a motion to move New Business up in the Agenda, Helberg seconded, and it was unanimously.

*RESOLVED*, that moving up the New Business in the Agenda be approved.

**NEW BUSINESS**

Bob Denning - Denning, Downey & Associates Report- Bob presented the 2020 Audit, and reported that he gives Bigfork Water and Sewer District his highest opinion. Financially the district is extremely healthy with the most complex accounting system of all his clients, and the checks and balances are in place.

**PUBLIC COMMENT**

None

**CONSENT AGENDA**

Ross asked for discussion, no further discussion Helberg made a motion to approve, Cahill seconded, it was unanimously.

*RESOLVED*, That the Consent Agenda be approved.

**READ AND APPROVE AGENDA**

Ross asked for discussion, Keenan made a motion to approve the Agenda, Cahill seconded, it was unanimously.

*RESOLVED*, That the Agenda be approved.

## OLD BUSINESS

**Operations Report-** Ross asked for discussion. Cahill stated that for the small number of operators we have compared to the amount of work they handle is amazing and that the guys do an excellent job. Cahill made a motion to approve the Operators report, Helberg seconded, and it was unanimously.

*RESOLVED*, That the Operators Report approved as submitted.

**Purchasing Security Cameras for District Sites-** this was tabled. We now have two quotes and are waiting on the third before bringing this back to a meeting.

*Engineering update, Jeff Cicon*

### Water System

- **Task Order #37: Water Tank and Transmission Line Project:**
  - The project has been submitted to MDEQ for review for compliance with public water standards and SRF program requirements. It has also been submitted to MDT for an encroachment permit.
  - We have completed the Request for Proposals (RFP) for the tank manufacturer selection. Once SRF authorizes the document, the next step will be to advertise the RFP and go through the selection process, which is anticipated to take about a month.
  - The Scope of the original task order took the design through a 90% design level and did not include bidding or construction services. Amendment #1 takes the design to 100%, incorporates MDEQ comments, finalizes bidding documents, finalizes MDT encroachment permit, updates the PER, and obtains the remaining easements for the drain line. It also includes bidding services including pre-selection for a tank manufacturer and procurement of materials with long lead times and/or material availability. We did not include construction services at this time due to the uncertainty of the construction schedule.

**Board Action Item:** Amendment #1 for 100% design and bidding services. The Board has the following options:

1. Approve Amendment #1 to Task Order 37 in the amount of \$72,700;
2. Other as recommended by the Board.

Ross asked for discussion, Cahill made a motion to approve Amendment #1 to Task Order 37 in the amount of \$72,700, Helberg seconded, it was unanimously.

*RESOLVED*, That the Amendment #1 to Task Order 37 in the amount of \$72,700 be approved.

### Wastewater System

- **Task Order #36: Bay Sewer Replacement Project**

- Construction is on schedule for the Bay Sewer project. LHC has completed installation of the new lift station (currently being wired by the electrician) and most of the gravity sewer main. They are currently installing sewer along Firehall Lane.
- Pavement is scheduled for the week of May 17<sup>th</sup>. Pavement will consist of a patch this summer. The entire road will be overlaid this fall using County funds.
- LHC is on track to have the roads opened back up by May 28, 2021, prior to Whitewater Festival. There may be some minor work occurring after that date, but the majority of construction activities will be finished by that date.
- We are holding weekly Construction progress meetings with the LHC.
- The banners alerting the public that downtown is open has been installed by District staff near the Welcome to Bigfork sign.
- A total of six email updates have been sent out the public. These updates are also sent to the Chamber email list, the District's website, and the District's face book page. Please direct any questions from the public to either Julie or myself so we are giving a consistent message.
- LHC has submitted Application for Payment #6 for completed work to-date. Morrison-Maierle has reviewed the application and determined it to be correct and complete.

***Board Action Item:*** *Payment Application #6 to LHC, Inc. The Board has the following options:*

- 1. Approve Payment Application #6 in the amount of \$734,478.23 (+\$7,418.97 Gross Receipt Tax).*
- 2. Other as recommended by the Board.*

Ross asked for discussion, Cahill made a motion to approve the Payment Application #6 in the amount of \$734,478.23 + \$7,418.97, Helberg seconded, it was unanimously.

**RESOLVED**, That the Agenda be approve the Payment Application #5 in the amount of \$734,478.23 + \$7,418.97.

- **Task Order #38: West Trunk Sewer Modelling**

- We have completed necessary field measurements and established the flow per Equivalent Dwelling Unit (EDU).
- We have the model up and running but need to meet with the District to go through assumptions before we are ready to present the results.

## **Development Review**

- **The Settlement Subdivision** – The Settlement has received approval from MDEQ and has requested a pre-construction meeting on May 17.
- **Saddlehorn No. 11** – No update.

- Blenn Street Water and Sewer Extension – No update.
- Eagle Bend No. 20 – No update.
- The Fort Subdivision – We had a meeting with IMEG Engineering on May 4 to go through the review comments. They plan to transmit updated drawings once all the changes are incorporated.

## COMMITTEE REPORTS

*Annexation, Main Extensions & Construction ..... Helberg & Cahill*

- Account 1799-00 and 1800-00 informational update regarding letter.
- Ranch Contract- Spencer sent an email but has not heard back.
- Disbursement of funds from Funding Agency are as follows:
  1. SRFA \$258,467.00
  2. SRFB \$96,075.00
  3. TSEP \$500,000.00
  4. PRGL \$125,000.00

Ross stated since he is out of the area that Tom Cahill will sign as the third signature on the TSEP Grant funding.

*Purchase of Additional CD Investment –..... Price & Ross*

- FDIC Investments- no change.

*Employee Insurance, Compensation & Certification & Safety ..... Helberg & Keenan*

- Review of Employee Handbook – on going
- Life Insurance Renewal- update premium will remain the same as the rate was in 2020.

*Pretreatment Regulations ..... Cahill & Price*

*Budget & Rate Structure ..... Helberg & Ross*

- *Asset Replacement Valuations- on going*

Helberg made a motion for the Board to give permission for Morrison-Maierle to investigate a performance spec for a new 45x45 shop to be built out at the farm. Keenan seconded; it was unanimously.

**RESOLVED**, That Board to give permission for Morrison-Maierle to investigate a performance spec for a new 45x45 shop to be built out at the farm.

- Helberg made a motion for the Board to give permission for the purchase of a Vactor truck. Cahill seconded; it was unanimously.

**RESOLVED**, That Board to give permission for the purchase of a Vactor truck.

*Rules & Regulations ..... Cahill & Price*

- *Rules and Regulations* - ongoing we need to get Up-To-Date Design and Engineering Standards this needs to be completed as soon as possible, schedule for July.

*Farmland..... Helberg, Cahill*

- 2021 Crops are starting to come out of the ground.

## **COMMUNICATIONS**

Letter from Holland

Calaway/ Fraser Letter – discussion was had this letter will be sent to Property Manager

## ***ADJOURNMENT***

Ross called for a motion to adjourn Cahill moved, Helberg seconded, and it was unanimously.

RESOLVED that the public meeting be adjourned at 2:15 p.m.

---

Secretary, Mimi Wildeman

---

Minutes approved by:

President Lloyd Ross